

JANITOR - JOB ORDER #3

The appointee for this job shall be under the immediate supervision of the Janitor Foreman #2-F and shall keep the designated rooms in assigned buildings in clean and orderly condition with efficient performance of the task in the manner described hereinafter.

BUILDINGS - One Lagrine Building in the Block.

ROOMS - Women's Toilet Room, Men's Toilet Room, Heater Room, Laundry.

SCOPE OF WORK: -

- a. Women's Toilet Room - Build fire in all stoves. Maintenance of fires in this room to be under the janitress' care. Give aid to janitress when in need and asked to handle heavy articles.
- b. Men's Toilet Room - Build and maintain fires in all stoves; clean all plumbing fixtures such as water closets, urinals, bathtubs, drinking fountains, slop sink and lavatories, swab duck walks and floor. Flush floor drain.
- c. Heater Room - Build and maintain fire in hot water heaters. Follow Plumbing instructions for care of heater room equipment. Sweep floor and swab when needed. Flush floor drain.
- d. Laundry - Build and maintain fire in all stoves.
- e. General - Bring coal and kindling; remove ashes; sweep floor when needed in Men's Toilet Room and Heater Room; clean floor drain in all 4 rooms in this building at least once a week; remove debris from vicinity of this building; report to foreman need of supplies, repair, etc. Remove waste paper, etc. Remove debris from vicinity of building.

HOURS OF WORK - Use split hours from 6:00 a.m. to 4:15 p.m. with preference for 6:00 a.m. to 7:00 a.m., 8:00 a.m. to 11:00 a.m., 1:00 p.m. to 4:15 p.m. totaling 7.3 hours a day, 6 consecutive days in the week totaling 44 hours, and no Sunday.

NOTE: Unexcused absence from work, tardiness, leaving job before quitting time, inefficiency and misuse of equipment are grounds for discharge.

6  $\frac{1}{1}$  7  $\frac{00}{1}$  8  $\frac{00}{3}$  11  $\frac{15}{3}$  1  $\frac{45}{3}$  10  $\frac{15}{3}$   
 $\frac{1}{3} = 7 \frac{15}{3}$